

14 AUG 1981

MEMORANDUM FOR: Chief, Plans & Programs Staff

FROM:

Chief, Procurement Management Staff

SUBJECT: Directorate of Administration
Office Directors Conference

1. The following topics are suggested for discussion at the subject conference:

a. SIS

(1) Is it working?

(2) Has it been motivational?

(3) Is it being operated consistently with promotional promises made to sign people up?

(4) Is nonpublication of bonus recipients and amounts healthy?

(5) If the ceiling on executive salaries is raised are SISers stuck with a lower scale?

(6) Have we been sold a bill of goods?

(7) Should the whole SIS matter be raised for EXCOM review?

b. Demographics - DDA

(1) Is the average age of our workforce increasing or decreasing?

(2) How many of our people are eligible for retirement?

(3) Are our career management plans producing enough qualified officers to offset losses?

(4) Is the educational level of our workforce being maintained?

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(5) Have our upward mobility programs been effective or are they diluting the overall professionalism of our directorate?

(6) Is our workforce mobile?


(7) Since the requirement for PDP has been deleted, are we satisfied that career progression planning is in order?

c. Directorate Role: While the Directorate for Administration is charged with basic responsibility for support, it is the business arm of the Agency. In this regard:

Is the Directorate too passive?
Would the Director appreciate an increased involvement via suggestions on Agency organization and management?

d. Personnel

(1) Is the placement of OPM on the DCI staff working?

(2) Should OPM ^{as} ~~be~~ a major support element be returned to the DDA? 

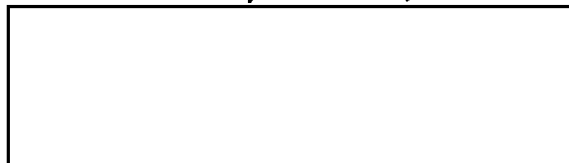
(3) Notwithstanding the NAPA report, is the one grade promotion system working?

(4) Are we losing bright young professionals to other agencies or to industry because of our inability to provide monetary reward?

e. Pay

Should the Agency look at establishing its own pay schedule?

2. The above suggestions (in part) may be too controversial or so far outside the control of the DDA Office Directors that they are not suitable for discussion. They should, at least, be of interest.



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